

**CITY OF THOMSON, GEORGIA  
CLASS SPECIFICATION**

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**CLASS TITLE:** SERGEANT  
**DEPARTMENT:** POLICE  
**REPORTS TO:** LIEUTENANT

**DEPT. CODE:**  
**DATE:** 11/2017

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**JOB SUMMARY:**

This position assists in directing shift operations of the Police Department including community protection, crime prevention, investigations, interrogation, law enforcement and arrest, patrol, and records management. This position ensures the protection and safety of lives and property of the citizens of Thomson.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

- Directs subordinates engaged in police operations, crime prevention, detention, and administration during an assigned shift, notifies Chief of Police of major incidents.
- Patrols designated areas of the community for the purpose of law enforcement control and responds to dispatched situations such as accidents, disturbances, or crimes and provides police assistance and protection.
- Participates in traffic law enforcement by directing traffic, issuing citations to violators, escorting special processions, and responding to and recording traffic incidents.
- Investigates crimes including visiting crime scenes, collecting prints, and ensuring evidence is properly collected, labeled, and maintained prior to turning over to the State Crime Lab for analysis.
- Cooperates with federal, state and other local officers in the apprehension and detention of wanted persons and with other agencies where activities of the Police Department are involved.
- Attends various training and continued education classes to maintain knowledge of modern police activities and programs.
- Prepares reports and maintains case files; appears in court as the arresting/investigating officer; maintains assigned equipment.
- Reviews reports completed by subordinate officers for accuracy and completeness.
- Performs other related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the principles and practices of modern police administration and police methods, as well as the principles and practices of traffic control, patrol, criminal investigation, and crime prevention.
- Knowledge of types and uses of fire arms, communication equipment, and automobiles in modern police enforcement.
- Knowledge of the functions of Federal, State and Local jurisdictions and authorities.
- Knowledge of the administration of staff and activities, either directly or through subordinate supervision.
- Knowledge of computer applications related to the work.
- Skill in planning, coordinating and supervising the work of subordinates performing police activities and in developing proper training and instructional procedures for those employees.
- Skill in using tact, discretion, initiative and independent judgment within established guidelines.
- Skill in organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other City officials, employees, State and Federal authorities, civic leaders, informants, and the general public.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of employees.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to deal courteously and diplomatically with the public.
- Ability to develop and maintain records, and write effectively.
- Ability to make decisions under pressure.
- Ability to think clearly, speak audibly and distinctly, and take effective action in emergency situations.

**SUPERVISORY CONTROLS:** The Police Lieutenant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**SCOPE AND EFFECT:** The purpose of this position is to protect life and property and to supervise officers on an assigned shift. Successful performance helps ensure effective law enforcement practices, contributes to the safety of the general public, and promotes efficient functioning of shift operations. The work consists of varied administrative, supervisory, and technical duties. The variety of emergency situations and frequently changing laws contribute to the complexity of the work.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The work is typically performed while sitting, standing, and walking with intermittent stooping and physical activity (running, restraining others, etc). The employee must lift light and heavy objects, use tools or equipment requiring a high degree of dexterity, and be able to see shapes and outlines of objects both near and at a distance; depth perception and color recognition required, smell sufficiently to recognize the use of alcohol and illegal drugs such as marijuana. While performing the essential functions of this job the employee is frequently required to move and/or lift 100 pounds. The work is typically performed in an office, in a vehicle or outside. The employee is exposed to inclement weather, noise, infectious or contagious diseases, and life-threatening situations. The work requires the use of protective devices. Must be able to deal with and effectively control armed and/or violent individuals.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** The position has direct supervision over the police officers on an assigned shift.

**MINIMUM QUALIFICATIONS REQUIRED:**

- High school diploma or equivalent required.
- More than one year of related experience required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

file: Sergeant

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.